

April 1, 2005

Administrative Letter 2005 - 6

TO: All Companies licensed to Write Insurance as Classified and Defined in Article 2 of Chapter 1 of Title 38.2 of the Code of Virginia and Interested Parties

RE: Change of Electronic Contact Information for the State Corporation Commission's Bureau of Insurance

Please be advised that the electronic contact information for the State Corporation Commission's Bureau of Insurance (the Bureau), has been changed. The new Internet web page address is www.scc.virginia.gov. In addition, the e-mail accounts for staff members and for specific departments within the Bureau have been similarly changed. An individual staff member's e-mail address follows the following format:

firstname.lastname@scc.virginia.gov

The following are E-mail addresses for specific offices within the Bureau:

General Information	bureauofinsurance@scc.virginia.gov
Office of the Managed Care Ombudsman	Ombudsman@scc.virginia.gov
Life and Health Consumer Outreach	L&HOutreach@scc.virginia.gov
Property and Casualty Consumer Outreach	P&COutreach@scc.virginia.gov
Webmaster	webmaster@scc.virginia.gov

These changes were effective on January 1, 2005, and while the former electronic contact information can be utilized until December 31, 2005, after that time the new contact information must be used.

Each company is responsible for notifying its agents of these changes and for making the necessary corrections to all policies, forms, endorsements, correspondence, and notices to policyholders and insureds which contain electronic contact information for the Bureau of Insurance. No changes are necessary for the Bureau's mailing address or telephone numbers. These changes should not be filed with the Bureau of Insurance.

Cordially,

Alfred W. Gross
Commissioner of Insurance